



PROCLAMATION REQUEST

Proclamations are discretionary public announcements directing attention to a local resident, organization, or event. The Mayor, without formal action of the Council, may approve and issue all other proclamations. **Requests for proclamations should be submitted at least two weeks in advance.**

Date Requested: _____ Date and Time of Event: _____

Name: _____

Agency Name: _____

Address: _____

Phone No.: _____ E-mail: _____

To Be Sent: _____ Phone for Pick-Up: _____

Wording for Proclamation: ☐ Attached ☐ Will Be Sent Under Separate Cover

Request Presentation by Mayor or Councilmember? ☐ Yes ☐ No

Event Specifics: _____

Requests for Scout Proclamations: Scout's Name: _____

Troop Number: _____

Brief Details of Scout Project: _____

Please submit requests to:

City of Mountain View
City Clerk's Office
P.O. Box 7540
Mountain View, CA 94039-7540